

Butler County Board of Elections
Board Meeting Minutes
December 8, 2020

The Butler County Board of Elections met on Tuesday, December 8, 2020, at 9:00 a.m., for a regular meeting. Roll call was taken and present were Chairman Frank Cloud, Member Mariann Penska, Member Chris Wunnenberg, Director Diane Noonan, Deputy Director Eric Corbin, and Poll Worker Administrator/Executive Assistant Melissa Trotta.

Director Noonan presented Document 1, Bills. Member Penska moved to approve the bills on Document 1; seconded by Member Wunnenberg. Roll Call:

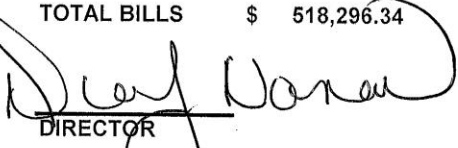
Chairman Cloud yea
Member Penska yea
Member Hall absent
Member Wunnenberg yea
All in favor; motion carried

BILLS			
December 8th, 2020			
0100-5460-520000	Office supplies	\$	17,736.39
0100-5460-521000	Postage	\$	15,535.00
0100-5460-524000	Gas-fuel-oil	\$	63.56
0100-5460-525100	Software/ Hardware Equipment	\$	17,349.99
0100-5460-529000	Other mat'l & supplies	\$	250,123.67
0100-5460-530000	Maint & repair - equipment	\$	1,265.59
0100-5460-530075	Technology support	\$	31,205.40
0100-5460-530310	Rental/lease - equip & vehicles	\$	3,071.55
0100-5460-530500	Travel & training	\$	7,972.50
0100-5460-530550	Employee job related mileage	\$	115.26
0100-5460-536000	Contract services	\$	93,409.05
0100-5460-530250	Advertising	\$	2,528.54
0100-5460-530320	Polling Place Rentals	\$	750.00
1227-5460-542000	Election Security Grants	\$	77,169.84

PAID FROM THE GENERAL/GRANT FUNDS


CHAIRMAN

TOTAL BILLS \$ 518,296.34


DIRECTOR

BILLS
December 8th, 2020

OFFICE SUPPLIES (520000)

Dominion Voting	
10500 disposable stylus	\$ 13,065.00
Ellenburg, Kim	
Coffee supplies	\$ 62.64
Hathaway	
2 dater stamps with BOE name	\$ 96.90
Jos Berning	
Posters	\$ 1,385.00
Home Depot	
Conference room supplies	\$ 179.00
Murphy's Inc	
Kitchen supplies	\$ 210.00
Noonan, Diane	
Employee appreciation luncheon	\$ 1,400.78
Office Depot Inc	
Office supplies	\$ 14.89
Office supplies	\$ 243.51
Office supplies	\$ 622.81
Office supplies	\$ 267.57
Office supplies	\$ 172.34
Trotta, Melissa	
Lock box for badges and keys	\$ 15.95
TOTAL OFFICE SUPPLIES (520000)	\$ 17,736.39

POSTAGE (521000)

Pitney Bowes

Reserve account # 18850560	\$	5,500.00
Reserve account # 18850560	\$	10,035.00

TOTAL POSTAGE (521000)	\$	15,535.00
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GAS-FUEL-OIL (524000)

Voyager Fleet Systems Inc

Gas, October fuel charges	\$	63.56
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TOTAL GAS-FUEL-OIL (524000)	\$	63.56
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SOFTWARE/HARDWARE EQUIPMENT (525100)

CDW-G

8G ram	\$	1,379.50
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Dell

3 lap tops for Early Voting	\$	2,851.95
30 monitors	\$	4,522.20
2 desktops	\$	1,450.00

IT Savvy

HP plotter	\$	5,017.84
10 headsets	\$	2,128.50

TOTAL SOFTWARE/HARDWARE EQUIPMENT (525100)	\$	17,349.99
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OTHER MATERIAL/SUPPLIES (529000)

4Imprint, Inc

Employee appreciation tumblers with logo	\$	880.44
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Amazon

Election supplies	\$	1,951.55
Election supplies	\$	67.50
Election supplies	\$	179.95
Election supplies	\$	1,594.90
Election supplies	\$	53.40
Election supplies	\$	143.96
Election supplies	\$	62.50
Election supplies	\$	21.20
Election supplies	\$	549.95
Election supplies	\$	558.00
Election supplies	\$	9.99
Election supplies	\$	64.50
Election supplies	\$	2,344.45

Clendenin, Erin

Election supplies	\$	232.30
Lunch and dinner for employees	\$	1,293.42
44 meals from Allens Market	\$	300.00

Corbin, Eric

Postal products	\$	694.40
Employee snacks	\$	582.19
Various supplies, employee lunches	\$	832.61
Employee dinner and snacks	\$	782.59

Equipment Depot

Warehouse straddle stackers	\$	9,998.96
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Home Depot

Warehouse supplies	\$	69.94
Warehouse supplies	\$	44.95
Warehouse supplies	\$	118.44
Warehouse supplies	\$	378.00

Imprint Inc

2500 Thermo-o-snack insulated bags for pollworkers and employees	\$	6,040.14
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Inclusion Solution

Translator	\$	3,247.00
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Integrated Voting Systems Inc	
Printed, deliveries, set-up and test ballots	\$ 103,945.18
Jos Berning	
Staff business cards	\$ 516.50
KDM POP Solutions Group	
450 Sneeze guards	\$ 31,000.00
Noonan, Diana	
Uncle Sam's balloon for EV	\$ 50.00
Office Depot Inc	
Election supplies	\$ 1,127.34
Election supplies	\$ 76.99
Election supplies	\$ 598.64
Election supplies	\$ 589.31
Election supplies	\$ 65.99
Election supplies	\$ 163.59
Election supplies	\$ 9.99
Election supplies	\$ 64.50
Election supplies	\$ 124.24
Election supplies	\$ 45.99
Election supplies	\$ 109.96
Panera Bread House	
45 boxed lunches for employees, 11/03/2020	\$ 1,503.95
RBM Consulting	
54,000 disposable stylus for polls	\$ 7,380.21
Pro Source Paper	
150 cases of ICX paper	\$ 15,712.50
Penska, Mariann	
Candies for polls	\$ 111.21
Quality Publishing Company Inc	
11200 polling location cards plus postage	\$ 4,307.74
Quadient Inc	
Inject base envelope extractor with cabinet	\$ 15,444.00
Smith, Mickey	
9 posts /18 brackets for signage for curbside voters	\$ 1,701.76

Total Office Source		
250 extra pollworker manuals	\$	1,125.00
Trotta, Melissa		
Costco snacks for employees	\$	277.93
Meals and snacks for employees	\$	299.00
Uline.com		
Warehouse supplies	\$	7,177.79
Warehouse supplies	\$	6,319.10
Warehouse supplies	\$	9,633.35
Warehouse supplies	\$	4,594.92
Warehouse supplies	\$	2,949.76
TOTAL OTHER MATERIAL/SUPPLIES (529000)	\$	250,123.67
MAINT & REPAIR - EQUIPMENT (530000)		
Peter Paul Office Equipment		
Repair and maintenance of EV printers	\$	135.00
Quadient		
Maintenance of slicers	\$	1,130.59
TOTAL MAINT & REPAIR - EQUIPMENT (530000)	\$	1,265.59

TECHNOLOGY SUPPORT (530075)**Cadre Computer Resources**

Fortinet firewall annual renewal 10/21/2020-10/20/2021	\$	1,300.00
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Data Information Management Systems

Dimsnet voterfile maintenance, Oct 2020	\$	7,523.49
Dimsnet voterfile maintenance, Nov 2020	\$	7,523.49
Dimsnet voterfile maintenance, Dec 2020	\$	7,523.49

ESRI, INC

2021 Annual ESRI-GIS maintenance contract	\$	1,050.00
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Noonan, Diane

Monthly time tracking software, Oct 2020	\$	49.00
Monthly time tracking software, Nov 2020	\$	49.00

OPEX

Annual extraction maintenance	\$	2,830.00
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Verizon Wireless

Monthly charge 8/9/2020-10/08/2020	\$	3,356.93
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TOTAL TECHNOLOGY SUPPORT (530075)	\$	31,205.40
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RENTAL/LEASE - EQUIP & VEHICLES (530310)**Great American Financial Services Co**

New SOS copier, 6th monthly lease and maintenance fees	\$	146.42
Reg copier, 3rd qtr lease and maintenance fees	\$	701.76
CBS copier, 3rd qtr lease and maintenance fees	\$	196.95
New SOS copier, 7th monthly lease and maintenance fees	\$	146.42

OPEX

Extraction maintenance fees	\$	1,880.00
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TOTAL RENTAL/LEASE - EQUIP & VEHICLES (530310)	\$	3,071.55
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TRAVEL & TRAINING (530500)

United Training

12 months IT online training 12/2/2020-12/01/2021	\$	7,972.50
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TOTAL TRAVEL & TRAINING (530500)	\$	7,972.50
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EMPLOYEE JOB RELATED MILEAGE (530550)

Johnson, Ashtin

Runner, 11/03/2020	\$	49.47
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McCoy, Ian

Runner 11/3/2020	\$	47.94
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Smith, Mickey

Nursing home ballots, 11/03/2020	\$	17.85
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TOTAL EMPLOYEE JOB RELATED TRAVEL (530550)	\$	115.26
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OTHER CONTRACT SERVICES (536000)**Amazon**

Prime membership fees, 10/1/2020-9/30/2020 \$ 179.00

Corbin, Eric

Survey Monkey \$ 900.00

Facebook ad \$ 100.00

Locksmith \$ 330.00

Frontier Communications

Foreign listing, 10/22/20-11/21/20 \$ 6.50

Fairfield City

Custodial fees, 11/3/20 \$ 90.00

Innovation Mechanics

Replacement of hot water heater \$ 2,500.00

Krause Electric

Replacements of warehouse lights \$ 6,178.00

Mel's Auto Glass

Repair of van's rear glass \$ 260.00

Millennium Business Systems

Flex copies, 9/9/2020-10/8/2020, CBS \$ 127.39

Flex copies, 7/15/2020-10/14/2020 billing period SOS \$ 1,582.26

Flex Copies, 7/30/2020-10/30/2020, CBS \$ 86.60

Flex Copies, 10/09/2020-11/08/2020, SOS \$ 405.47

Middletown City Schools

Custodial fees, 11/3/2020 \$ 720.00

Monror DBA Tire Auto

Van's oil change \$ 28.44

Night Owl Cleaning Services

Emergency sanitation of offices and bathroom cleaning after hours \$ 2,575.00

Ontimetelecom, Inc

50,000 credits for dialmycalls and texts \$ 1,875.00

Robert Half International, Inc

Temp agency, worked ending 9/25/2020	\$	2,110.36
Temp agency, worked ending 9/18/2020	\$	2,428.12
Temp Agency, worked ending 10/02/2020	\$	6,175.96
Temp Agency, worked ending 10/09/2020	\$	7,098.43
Temp Agency, worked ending 10/16/2020	\$	9,257.57
Temp Agency, worked ending 10/23/2020	\$	13,361.08
Temp Agency, worked ending 11/3/2020	\$	11,234.43
Temp Agency, worked ending 11/20/2020	\$	3,922.44

Security Lock

Replaced and installed entrance locks	\$	696.00
Replacement of conference locks	\$	117.00

University Moving and Storage

Pick-up and delivery of voting units, 11/03/2020	\$	19,064.00
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TOTAL OTHER CONTRACT SERVICES (536000)	\$	93,409.05
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ADVERTISING (536000-530250)**Cox Media Group**

Ad, deadline to register, 11/3/2020	\$	350.00
Legal ad, Middletown tax levy, 11/03/2020	\$	126.54
Legal ad, West Chester tax levy, 11/03/2020	\$	383.04
Legal ad, Milford tax levy, 11/03/2020	\$	362.52
Legal ad, BC mental health tax levy, 11/03/2020	\$	266.76
Legal ad, Morgan Township Levy, 11/03/2020	\$	376.20
Legal ad, BC senior tax levy, 11/03/2020	\$	253.08
Legal ad, West Chester fire tax levy, 11/03/2020	\$	410.40

TOTAL ADVERTISING (536000-530250)	\$	2,528.54
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POLLING PLACE RENTALS (536000-530320)

First Baptist Church of Hamilton		
Polling rental fees, 11/03/2020	\$	100.00
Hamilton Christian Center		
Polling rental fees, 11/03/2020	\$	150.00
Hilltop Baptist Church		
Polling rental fees, 11/03/2020	\$	75.00
North Fairfield Baptist Church		
Polling rental fees, 11/03/2020	\$	150.00
Poasttown First Church of God		
Polling rental fees, 11/03/2020	\$	200.00
West Chester Of The Nazarene		
Polling rental fees, 11/03/2020	\$	75.00
TOTAL POLLING PLACE RENTALS (536000-530320)	\$	750.00

Election Security Grant (12275460-542000)

Amazon		
7 12-pack clear envelopes for polls	\$	389.90
Printers, laminators and anti dust black rubber covers for usbs	\$	1,827.06
Audit tickets and lock box	\$	186.08
Election signs	\$	399.29
Home Depot		
213 2-pack surge protectors	\$	2,106.57
Warehouse supplies	\$	40.63
Warehouse supplies	\$	29.18
375 extention cords for polls	\$	2,096.25
OPEX		
Mail extractor	\$	32,252.00
Menards		
PPEs	\$	568.34
EV supplies	\$	53.25

Millennium		
Staple cartridge	\$	98.00
Onlinelabels.com		
2,100 30-labels per sheet	\$	217.85
Panera Bread House		
1560 boxed breakfast and lunches for pollworkers, 11/3/2020	\$	23,006.60
Nova Vision		
Security seals for ICXs	\$	406.96
Quality		
Curbside signs	\$	655.17
20,000 Acknowledgement cards (10-J)	\$	2,663.81
TNT Paper Supplies		
10 boxes of copy paper/PPEs	\$	1,270.00
Total Office Source		
Toner supplies	\$	197.98
Uline		
Election supplies, foam packing	\$	673.75
Warehouse supplies, pallets and movers	\$	1,666.21
Warehouse supplies, carts, casters, racks and folding tables	\$	6,364.96
TOTAL ELECTION SECURITY GRANT (542000)	\$	77,169.84

Director Noonan presented Document 2, the minutes of the November 16, 2020, meeting. Member Penska moved to approve the November 16, 2020, meeting minutes on Document 2; seconded by Member Wunnenberg. Roll Call:

Chairman Cloud yea
Member Penska yea
Member Hall absent
Member Wunnenberg yea

All in favor; motion carried.

Director Noonan presented Document 3, the minutes of the November 18, 2020, meeting. Member Penska moved to approve the November 18, 2020, meeting minutes on Document 3; seconded by Member Wunnenberg. Roll Call:

Chairman Cloud yea
Member Penska yea
Member Hall absent
Member Wunnenberg yea

All in favor; motion carried.

Director Noonan acknowledged receipt of the following directives:

2020-24 S.B. 107 (133rd General Assembly): Electronic Campaign Finance Filing
for local Entities

Director Noonan informed the Board the post-election audit for the November 3, 2020, General Election needs to be certified. Director Noonan stated there were no discrepancies found in the audit. Member Penska moved to approve the Post-Audit Election results for the November 3, 2020, General Election; seconded by Member Wunnenberg. Roll Call:

Chairman Cloud	yea
Member Penska	yea
Member Hall	absent
Member Wunnenberg	yea

All in favor; motion carried.

Director Noonan presented Document 4, Candidates to be Certified to the November 2, 2021, General Election. Member Penska moved to certify the candidates to the November 2, 2021, General Election as listed on Document 4; seconded by Member Wunnenberg. Roll Call:

Chairman Cloud	yea
Member Penska	yea
Member Hall	absent
Member Wunnenberg	yea

All in favor; motion carried.

Candidates

The following candidate has met the statutory requirements to be an officially valid candidate.

Certified 11/12/20
Admin. Sign & Date

Oxford Township Trustee

- Gary R. Salmon

Under New Business, Director Noonan presented Document 5, the 2021 Board Meeting Schedule for approval. Member Penska motioned to adopt the 2021 Board Meeting Schedule as listed on Document 5; seconded by Member Wunnenberg. Roll call:

Chairman Cloud	yea
Member Penska	yea
Member Hall	absent
Member Wunnenberg	yea

All in favor; motion carried.

2021 Butler County Board of Elections Meeting Schedule

Day of Week	Date	Time	Purpose
Monday,	January 11, 2021	9:00am	Regular Meeting
Monday,	February 8, 2021	9:00am	Regular Meeting - Certify Candidates and Issues
Tuesday,	February 23, 2021	9:00am	Special Meeting – Certify Write-in Candidates
Monday,	March 01, 2021	9:00am	Special Meeting – Reorganization
Monday,	March 15, 2021	9:00am	Regular Meeting
Monday,	April 12, 2021	9:00am	Regular Meeting
Tuesday,	May 04, 2021	7:00pm	Election Day Meeting
Monday,	May 17, 2021	1:00pm	Regular Meeting – Validate provisional ballots
Tuesday,	May 25, 2021	9:00am	Special Meeting – Certify Election
Monday,	June 14, 2021	9:00am	Regular Meeting
Monday,	July 12, 2021	9:00am	Regular Meeting
Tuesday,	August 03, 2021	7:00pm*	Election Day Meeting
Monday,	August 16, 2021	9:00am	Regular Meeting
Tuesday,	August 24, 2021	9:00am	Special Meeting – Certify August Elections and Certify Write-in Candidates for November
Monday,	September 13, 2021	9:00am	Regular Meeting – Appoint PEOs
Monday,	October 18, 2021	9:00am	Regular Meeting
Tuesday,	November 02, 2021	7:00pm	Election Day Meeting
Monday,	November 15, 2021	1:00pm	Regular Meeting – Validate provisional ballots
Monday,	November 22, 2021	9:00am	Special Meeting – Certify Election
Monday,	December 13, 2021	9:00am	Regular Meeting

* Meeting is only necessary if there is an August election. The filing deadline for the August election is Wednesday, May 5, 2021.

Member Penska stated she had a request for the election night reporting to be enhanced to include total votes cast by districts. She asked the Directors to see if this could be a possibility.

Chairman Cloud made a motion to close the office Thursday, December 24, 2020, for the employees; seconded by Member Penska. Roll call:

Chairman Cloud yea
Member Penska yea
Member Hall absent
Member Wunnenberg yea
All in favor; motion carried.

Under the Director’s Report, Director Noonan stated the post-audit went well. She said departments would be starting the Precinct Election Official assessments as required by the Secretary of State. Director Noonan stated the 2021 Ohio Association of Election Officials Winter Conference is canceled.

Director Noonan invited the Board Members to the Christmas luncheon on Tuesday, December 15, 2020, at the office.

Director Noonan stated that another employee tested positive for COVID-19.

Under the Deputy Director’s Report, Deputy Director Corbin stated two part-time staff members are putting up new shelving in the tabulation room and warehouse.

Deputy Director Corbin stated the office sent surveys to 25,000 random voters to provide feedback about their voting experiences. Deputy Director Corbin said approximately 1,000 voters had responded so far.

With no further business, Chairman Cloud moved to adjourn the meeting; seconded by Member Penska. Roll call:

Chairman Cloud	yea
Member Penska	yea
Member Hall	absent
Member Wunnenberg	yea

All in favor; motion carried.

The meeting was adjourned at approximately 9:23 a.m.

Frank Cloud, Chairman

Diane Noonan, Director

ABSENT

Todd Hall, Member

Chris Wunnenberg III, Member

Mariann Penska, Member